

CUSTOMER SUPPORT

Customer Care: (785) 339-3540 Ext. 1 Email: Direct-Access@hrsic.uscq.mil

On-line Help: http://cqweb.uscq.mil/q-w/hrsic/Direct-Access or http://cqweb.uscq.mil/q-w/hrsic/Direct-Access or http://cyweb.uscq.mil/q-w/hrsic/Direct-Access or http://cyweb.uscq.mil/q-w/hrsic/Direct-Access or http://cyweb.uscq.mil/q-w/hrsic/Direct-Access or http://cyweb.uscq.mil/q-w/hrsic/ (Click on the PeopleSoft links)

Self-Service Tutorials:

http://www.uscq.mil/hq/hrsic/training/

SCHEDULE DRILLS - Reservist Self Service

- > Duty which can be scheduled:
 - ID1
 - Appropriate Duty (Readiness Mgmt Period (RMP))
 - Funeral Duty

> Replaces:

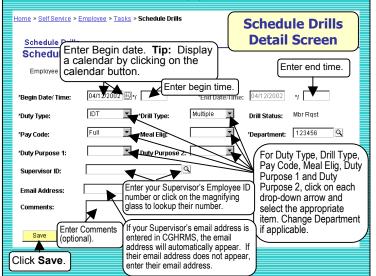
- IDT Drill Orders (Screen Print)
- UAR
- SDA-II R985
- Entering and maintaining scheduled drills for the entire year enables reservists, their command and the Reserve Program's Funds Manager to make better management decisions.
- The reservist, a Command User or PERSRU may schedule or edit a drill up to the drill day. After the drill day, only a Command User or PERSRU may complete, edit, un-excuse or cancel the drill.
- When reservist schedules a drill the status will be "Mbr Requested". (This is the only status available to reservist.)
- A Command User may "authorize" a drill by changing the status to "Pending". A Command User may schedule a drill for the reservist and set the status to "Pending" indicating it is "authorized".
- If reservist edits a drill after it is "authorized" (Pending), the status returns to "Mbr Requested".
- The path to access Schedule Drills is: Self Service > Employee > Tasks > Schedule Drills
- Review the information on the Schedule Drills home page and click on Add/Schedule New Drill to schedule a drill.



Schedule Drills

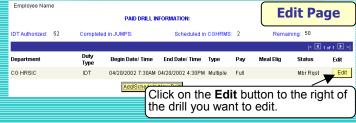
SCHEDULE DRILLS - Reservist Self Service

- > Pay Code: Full = Multi Half = Single None
- Time (display purpose only):
 - Single IDT 4 or more hours
 - Multiple IDT 8 or more hours
 - Readiness Management Period 3 to 24 hours
 - Funeral Honor Guard Duty 2 or more hours
- Meal Eligibility (only for multiple IDT):
 - Officers None
 - Unit has galley Messing Available
 - Commuters arriving night before drill.
 1st Day All
 2nd Day Breakfast and Lunch
 Stay overnight between drills.
 - 1st Day Lunch and Supper 2nd Day Breakfast and Lunch
 - Worked past 1800 Supper
 - Local reservists and commuters not staying overnight Lunch
- Enter your Supervisor's Employee ID number in the Supervisor ID field. On exiting the ID field, their email address should appear in the Email address field. If their email address does not appear, enter their email address. After the drill is saved, an email notification is automatically sent to the supervisor indicating you have scheduled/modified a drill. Note: Your supervisor must have Command User access (role) to authorize, complete, edit or cancel your drill.
- ➤ Department ID Do not choose 002037 (Unknown Unit). It requires manual intervention at HRSIC to pay the reservist.



EDIT DRILLS – Reservist Self Service

Once a drill is entered, you may edit the drill by clicking on the Edit button to the right of the scheduled drill. Note: After the drill day, only the supervisor or PERSRU personnel (providing they have Command User or PERSRU access) may edit the drill.



- Once Edit is selected, the Schedule Drills Detail page will appear. (Same page as the schedule drills page. Refer to the picture above.)
- Update the information and Save. A Save confirmation will display. Click OK.

Rev: 16 May 03

SCHEDULED DRILLS — Command User and **PERSRU**

- Supervisors with Command User or PERSRU access (role) may:
 - "Authorize" a drill by changing the status to "Pending".
 - Schedule a drill for the reservist and set the status to "Pending" indicating it is authorized.
 - Complete, Edit, Un-excuse or Cancel a scheduled drill.

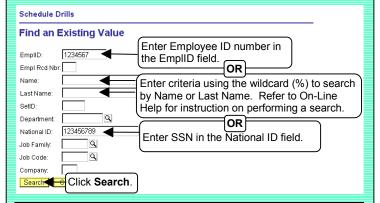
Commands may view each member's (within the department) access (roles) by running the following Query.

1. From the **Home Page**, click **on PeopleTools** and then click on

- Query (second one).
 Press the Search button.
 Select CG_Dept_Role_Qry (#33)
 Press View Results button.

Commands may add/revoke member's access by completing form CG HRSIC-7421/2 User Authorization/Revocation. Fax the completed form to (785) 339-3772. The form can be found at: http://www.uscg.mil/hq/hrsic/Forms.htm.

- Path for Supervisor's (Command Users): Self Service > Manager > Tasks > Schedule Drills
- Path for PERSRU's: Develop Workforce > Administer Training (GBL) > Use > Schedule Drills



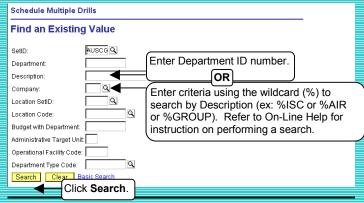
- After selecting Search (as noted above), the Paid Drill Information page will display. Verify the name of the reservist (top left hand corner of the page).
- Click on **Edit** to the right of the drill you wish to authorize, complete, edit, un-excuse or cancel. OR
- Click on Add/Schedule New Drill if scheduling a drill for the reservist.
- Click on Return to Search to search for another reservist.



- After Edit or Add/Schedule New Drill is selected (above), the Schedule Drills Detail page will appear.
- The **Schedule Drills Detail** page is the same page as shown in the previous section. **Update** or **enter** the necessary information, then click **Save**.
- Be sure to enter the Reservist's Employee ID number in the **Send to Emplid** field. On exiting the ID field, their email address should appear in the **Email Address** field. If their email address does not appear, enter their email address.
- Click Save. A Save confirmation will display. Click OK.
- Notification is automatically sent to the email address entered (per instruction above) indicating a drill has been scheduled/modified.

SCHEDULING DRILLS FOR MULTIPLE RESERVISTS WITHIN A DEPARTMENT

- Supervisors or PERSRU personnel with Command User access or PERSRU access may schedule the same drill for multiple reservists at one time.
- If possible, locate your Department ID number. If you do not know your Department ID number, you may perform a search by entering criteria in the Description field. Refer to the On-Line Help for instruction on performing a search.
- The system does not automatically send an email notification to each reservist. If notification is required it is up to the command to determine the procedure for notifying the reservists of the scheduled drills.
- Path for Supervisor's (Command Users): Self Service > Manager > Tasks > Schedule Multiple Drills
- Path for PERSRU's: Develop Workforce > Administer Training (GBL) > Use > Schedule Multiple Drills



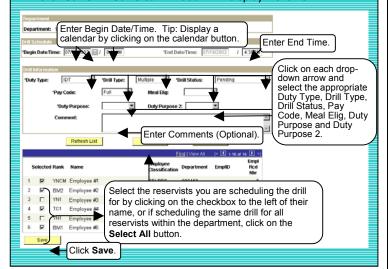
- After selecting Search (as noted above), details of all drills for Reservists in the department are displayed.
- Verify the **Department ID** and **name**.
- Click on Add/Schedule New Drill.



- listing all reservists assigned to the department is displayed.
- Enter the necessary information.

2

- Select reservists by clicking on the checkbox to the left of their name, or if scheduling the drill for all reservists in the department, click on the **Select All** button.
- Click Save. A Save confirmation will display. Click OK.



Rev: 16 May 03